

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SENIOR BUYER

DEFINITION:

Under direction, this classification is assigned leadworker responsibilities for staff involved in the procurement of materials, supplies, services and equipment for County departments and related agencies; performs the most difficult and complex work of the unit and is assigned other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced-journey level position and is distinguished from the lower level Buyer II position by this position's lead worker responsibilities.

REPRESENTATIVE DUTIES:

- Keeps supervisor apprised of purchasing operations, staffing and resource needs; distributes work assignments; provides input on staff performance.
- Coordinates and reviews the work of assigned staff; provides technical assistance and training to staff engaged in the procurement of materials, services and equipment.
- Prepares and reviews contracts and related documents.
- Interprets departmental policies, rules, regulations and legislative data governing purchasing.
- Administers the most complex purchase requests for materials and services.
- Negotiates with selected vendors and administers contracts.
- Recommends changes to purchasing policies and procedures and implements recommendations as approved.
- Develops and maintains measures of workload and productivity for the unit; calculates costs of alternate purchasing procedures; provides input on staffing levels and equipment for inclusion in budget.

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- Investigates unusual issues or complaints and provides assistance to subordinates; resolves problems with vendors and/or agencies/departments.
- Meets with county departments and other clients to become acquainted with their specific needs.
- Prepares written reports and may make oral presentations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Accepted methods of employee training, work planning and supervision
- General laws of contracting and regulations pertaining to the solicitation of bids and proposals
- Principles, practices and methods of public agency purchasing
- Vendor practices regarding pricing, performance management, material management, shipping, warranties, and invoicing
- Techniques for establishing local and national sources of supply
- Bid preparation, solicitation and evaluation; quality control and competitive bidding practices
- Negotiation techniques and practices consistent with the objectives of the purchasing program
- Office procedures, accounting and budgetary controls
- Market research techniques and data analysis
- Mathematics and basic financial accounting principles
- Computer systems and procedures including the use of SAP, common spreadsheet and word processing software
- Techniques of effective written and verbal communication

Ability to:

- Coordinate, monitor and train staff in the performance of their duties
- Assess the purchasing program and implement approved changes

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- Effectively interact with personnel at all organizational levels and function in stressful situations
- Advise and resolve differences between departments, purchasing and/or vendors
- Assess customer's needs and ensure receipt of needed materials and services
- Exercise appropriate judgment in answering questions and releasing information
- Source vendors and make recommendations for selection
- Collect and interpret financial, budgetary and vendor performance data
- Maintain accurate records and clearly document actions taken
- Make accurate mathematical calculations
- Communicate clearly and effectively, both verbally and in writing
- Operate standard office equipment including a computer and assigned software

EDUCATION/EXPERIENCE:

Bachelors Degree from an accredited four-year college or university in Business Administration or related field. (Job-related experience may substitute for the required education on a year-for-year basis.)

In Addition: Either A: Two years of experience performing purchasing duties as a Buyer II for San Luis Obispo County; Or B: Four years of complex buying experience, two years of which must be in a public agency.

LICENSE/CERTIFICATES:

Within six months of appointment, must possess Certified Professional Supply Management (C.P.S.M.) or a Certified Professional Public Buyer (C.P.P.B.) or a Certified Professional Contract Manager (C.P.C.M.).

Certain positions in this classification may require driving. When driving is an essential function of the position, a valid **CALIFORNIA** driver's license will be required at the time of appointment and must be maintained throughout employment.

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This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it is a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: February 27, 2013

Effective: TBD